

Hall of Records  
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE  
submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO. 219  
PAGE  
NO. 1

1. Requesting Agency

STATE DEPARTMENT OF HEALTH

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.1. MINUTES

Quantity: 12 bound volumes and 6 loose-leaf volumes

Dates: April 9, 1874 - -

File Arrangement: Chronological

Indexed: Yes, see below

Minutes of the Board of Health showing all important actions, policy decisions, appointments, court cases, etc.

The index is not uniform as to the information it includes:

1874-1910 - on 3" x 5" cards - handwritten and typed

1910-1948 - on 8 1/2" x 11" sheets in loose-leaf binder - handwritten and typed

1949-1950 - no index

1951-July 1953 - on 3" x 5" cards - typewritten

July 1953 - no index

Microfilming is recommended for security purposes.

RECOMMENDATION: RETAIN PERMANENTLY - MICROFILM AND DEPOSIT MICROFILM COPIES AT HALL OF RECORDS

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Clemens W. Garner

Signature

Chief, Bureau of Management

Title

December 30, 1955

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

4/5/56  
DateMerrill S. Radloff  
ArchivistJAN 1956  
DateJ. McElmer  
Secretary

ST FOR RECORDS RETENTION SCHEDULE  
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2.

## 5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

4.  
m  
NO.2. REPORT OF DIRECTOR TO THE BOARD

Quantity: 31 letter boxes (3½ cubic feet)

Dates: 1933 - -

File Arrangement: Chronological

Annual Accumulation: 6 linear inches

File consists of material prepared by the Director to be presented to the monthly meeting of the State Board of Health. Included in the file are:

Agenda

Monthly reports of Bureau Chiefs

Correspondence

Other documents in support of the agenda

RECOMMENDATION: RETAIN PERMANENTLY

3. CORRESPONDENCE OF THE DIRECTOR

Quantity: 57 letter-size drawers (11½ cubic feet)

Dates: 1912 - -

File Arrangement: Subject and alphabetical therein

Annual Accumulation: 3 drawers

Article 43, Section 5 of the Annotated Code of 1951 requires the Director to "keep on file... all correspondence relating to the duties of this Board" (of Health). The correspondence which has been retained since 1912 is concerned with the functions of the Department of Health. It is with Federal, State, local and other state agencies, professional, civic and business organizations, doctors, lawyers, hospitals, manufacturers, various committees, etc. The file also contains committee reports and copies of minutes both published and unpublished, and inter-departmental correspondence.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED  
HALL OF RECORDS COMMISSIONAPPROVED BY  
BO. OF RECORDS  
Date: 1955  
Secretary